



MILWAUKEE COUNTY 2006 PROFESSIONAL BUSINESS PRACTICES TRAINING SERIES

Milwaukee County Department of Health & Human Services is making this training series possible [for free](#). The goal of these seven courses is to educate Early Childhood Professionals about the tools needed to succeed as new entrepreneurs.

REGISTERING FOR FREE COURSES

Registration for courses is easy.... [To reserve a space for a given course and session, just call:](#)

Jericho Resources, Inc.
(414) 732-2868

Sessions are limited to no more than 20 participants in order to make them more interactive. So, make sure to contact Jericho Resources, Inc. as soon as possible to register for the course and session that is most convenient for you.

DAYS & HOURS OF TRAINING

Course sessions are held on Tuesdays, Thursdays, and Saturdays. *(In limited instances, courses may be held on other weekday evenings due to holidays, etc.)* The sessions are two hours in length. Those held on weekdays start promptly at 5:30 p.m.; Saturday trainings start at 10:00 a.m. Please arrive early to settle in and prepare to learn.

LOCATION

The Milwaukee County 2006 Professional Business Practices Training Series are held at:

Our Savior's Lutheran Church
3022 West Wisconsin Avenue
Milwaukee, WI 53208

Our Savior's Lutheran Church is conveniently located in downtown Milwaukee, and has ample free parking which can be accessed via 30th & Wells Streets. Please use the 30th & Wells Streets entrance to attend all courses.

MATERIALS

The Milwaukee County 2006 Professional Business Practices Training Series will provide packets of material. Participants only need to bring is a willing attitude and a pen or pencil.

4715 South Packard Avenue ■ Cudahy, Wisconsin 53110-1425
Telephone: (414) 732-2868 ■ Fax: (414) 732-2680

COURSE DESCRIPTIONS & DATES

COST-EFFECTIVE MARKETING FOR SMALL BUSINESS

2nd Tuesdays, Dates: **Apr. 11; May 9; Jun. 13, Jul. 11, Aug. 8, Sept. 12, Oct. 10, Nov. 14, Dec. 12**

Attend this course and learn free techniques you can use to determine area child care needs. Gain tools to identify gaps in area child care services and turn them into profitable opportunities for your business. Jericho Resources, Inc. trainers will teach you low-cost marketing strategies that work.

NETWORKING & EDUCATIONAL OPPORTUNITIES

3rd Thursdays, Dates: **Apr. 20; May 18; Jun. 15, Jul. 20, Aug. 17, Sept. 21, Oct. 19, Nov. 16, Dec. 21**

Milwaukee County and Jericho Resources, Inc. want to ensure you meet key contacts in the community who can make a positive impact on the success of your business. Attend these sessions and find out how leaders in insurance, real estate, financial planning, continuing education, etc. can help you.

HIRING, RETAINING & MANAGING EMPLOYEES

3rd Tuesdays, Dates: **Apr. 18; May 16; Jun. 20, Jul. 18, Aug. 15, Sept. 19, Oct. 17, Nov. 21, Dec. 19**

If your business is considering hiring an employee, this course is a must for you. Attend and learn firsthand what you need to know to avoid discriminating or asking “loaded” questions. Find out why developing a job description for each position is important in protecting your business and structuring the hiring process.

MANAGING RISK & REAL ESTATE

4th Tuesdays; Dates: **Apr. 25; May 23; Jun. 27, Jul. 25, Aug. 22, Sept. 26, Oct. 24, Nov. 28, Dec. 26**

“Girl Shot by Another Child at Day Care”...This is just one of the recent headlines demonstrating the risks involved in child care today. Make sure you know the types and amounts of insurance you need, and learn other techniques to protect yourself.

CONTRACTS & POLICIES

1st Thursdays, Dates: **Apr. 6; May 4; Jun. 1, Jul. 6, Aug. 3, Sept. 7, Oct. 5, Nov. 2, Dec. 7**

Are you using contracts with all your customers? Do those agreements include the essentials to protect you and your business? Do you know which issues are better handled in policies, rather than contracts? Make sure to attend this course and learn how you can develop solid contracts and policies that work for you.

RECORDKEEPING

1st Tuesdays, Dates: **Apr. 4; May 2; Jun. 6, Jul 5, Aug. 1, Sept. 5, Oct. 3, Nov. 7, Dec. 5**

What types of records are required for your business? Do you know how to make the most of your business expense deductions, and improve your profitability? Have you considered ways of reducing the possibility of losing your business records in a fire, etc.? Attend this course and you will learn answers to these, and many other, business questions about recordkeeping.

MANAGING YOUR MONEY

2nd Thursdays, Dates: **Apr. 13; May 11; Jun. 8, Jul. 13, Aug. 10, Sept. 14, Oct. 12, Nov. 9, Dec. 14**

You work hard to make your business successful. Learn how your business can generate more revenue, reduce expenses and tax liability, set aside money for healthcare and retirement, and make higher profits.